

NEW YORK TRANSIT MUSEUM

POSTING DATE: November 2023
JOB TITLE: Coordinator, School, Youth and Group Programs
HOURS OF WORK: Full time, Tue-Sat; occasional Sunday and evening hours
COMPENSATION: \$48,000 - \$50,000

SUMMARY:

Founded in 1976, the New York Transit Museum is dedicated to telling and preserving the stories of mass transportation – extraordinary engineering feats, workers who labored in the tunnels over 100 years ago, communities that were drastically transformed, and the ever-evolving technology, design, and ridership of a system that runs 24 hours a day, every day of the year. The New York Transit Museum explores the development of the greater New York metropolitan region through the presentation of exhibitions, tours, educational programs, and workshops dealing with the cultural, social, and technological history of public transportation. Since its inception over 45 years ago, the Museum, housed in an historic 1936 subway station in Downtown Brooklyn, has grown in scope and popularity. The museum also maintains a gallery annex at Grand Central Terminal, an archive, and an off-site 14,000 square foot collections storage facility. As custodian and interpreter of the region's extensive public transportation networks, the Museum strives to share, through its public programs, this rich and vibrant history with local, regional, and international audiences.

POSITION:

The School, Youth and Group Programs Coordinator (SYGP Coordinator) reports to the School, Youth and Group Programs Manager to implement the Museum's school, youth, family, and group experiences onsite, offsite, and online. The Museum's educational programs focus on the history of our region through the lens of public transit and span a variety of topics that connect to many disciplines, including history, science, and the arts. This is both an administrative and a teaching position.

The School, Youth and Group Programs Coordinator has a background in informal learning and museum pedagogy, object-based learning, visual thinking strategies, and can lead relevant, engaging, experiences for different ages on a variety of themes. The Coordinator contributes to program development and lesson plan development, and is a lead educator across the School, Youth and Group program areas, developing and implementing tours and workshops. In addition to occasionally teaching, the Coordinator is the first point of contact for schools and groups as they book programs. The Coordinator works in the Museum's databases and platforms, including Altru and Explorable Places, to handle group reservations and payment, coordinate logistics for all onsite and online programs and parties, track attendance, and create reports. This position serves as the liaison between education department staff and teachers/parents/group leaders; maintains records and process documentation; and assists with smooth daily operations of group tours and programs, both virtual and on-site.

RESPONSIBILITIES:

- Teaches across School, Youth and Group program areas, regularly working with a variety of groups and audiences both in-person and online.
- Coordinates virtual or in-person groups, serving as the liaison between group leaders and the Education Department staff while troubleshooting problems as they arise.
- Under the supervision of the Manager, supports a team of museum educators, including scheduling, training, and administrative documentation.
- Serves as the main contact for group and program reservations and logistics, including all aspects of scheduling, payment, and coordination.
- Works in the Altru database for program registration, payment, and reporting.
- Works in Explorable Places to manage group reservations.
- Occasionally assists on the floor of the Museum.
- Helps manage data collection for programs and regularly updates shared spreadsheets and databases.
- Assists with program evaluation under the guidance of the SYGP Manager.
- Represents the Transit Museum at events including fairs and professional development events.
- Conducts research and contributes to SYGP resource materials.
- Attends museum-wide and departmental meetings and training sessions.
- Assists with other Museum events as needed, such as festivals, offsite tours to behind-the-scenes locations, and vintage train rides.
- Other tasks as required.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience leading programs for a wide range of audiences in an informal educational setting, both in person and online.
- Understanding of museum education theory and practice.
- Knowledge about New York City curriculum and standards.
- Knowledge of best practices in informal learning and Museum Education, and a genuine enthusiasm for working with the public.
 - Excellent communication skills and an ability to convey information clearly and concisely in written and verbal communication.
 - Interest in working collaboratively with staff across the Museum, including volunteers and interns.
 - Organized and detail oriented.
 - Ability to make decisions and think creatively, while keeping supervisors apprised of workflow and asking for assistance when needed.
 - Interest in New York City history and public transit.
 - Proficiency with Microsoft Office, Google Suite, and knowledge of Altru preferred.
 - A combination of education and/or experience equivalent to a four-year degree in museum studies, arts administration, marketing and communications, humanities, history, urban planning, education or a degree in those fields.

APPLICATION:

Please email a cover letter and resume to education@nytransitmuseum.org with the subject *SYGP Coordinator*. Due to high volume of applicants, only those who qualify for an interview will be contacted.

This position is employed by the Museum's non-profit affiliate, Friends of the New York Transit Museum.

Friends of the New York Transit Museum is fully committed to equal employment opportunity for all employees and applicants for employment without regard to race, color, religion, creed, national origin, ancestry, sex, sexual orientation, age, disability, predisposing genetic characteristic, gender identity and expression, pregnancy, veteran or military status, marital/familial/partnership/caregiver status, status as a victim of domestic violence or stalking and/or sex offenses, or any legally protected basis.

The Museum welcomes and encourages qualified candidates from all backgrounds to apply.

COVID-19 VACCINE REQUIREMENT:

To protect our employees and continue to provide safe and reliable service to our communities, we are requiring all new hires to be fully vaccinated against COVID-19 prior to their start date. We will consider exceptions for religious and medical reasons, where appropriate. "Fully vaccinated" means you must have both doses of a 2-dose vaccine and two weeks have elapsed since the second dose or have received 1 dose of a 1-dose vaccine and two weeks have elapsed since the dose. Proof of your vaccination status in the form of a CDC vaccine card must be submitted prior to your start date.